

Case Management  
**CM / ECF**  
Electronic Case Files

UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF IOWA

Saving E-Mail Notification Document  
One Free View

**The Notice of Electronic Filing (NEF) serves as your confirmation that the court received the filing.** At this point the entry of the court's docket is official.

All registered participants of the system who are a party in the case or requested to receive information on a particular case, receive the NEF via electronic mail automatically.

The NEF also provides electronic participants **one free view** of the filed document, both for documents they file and for documents others file.

**Saving a Notice of Electronic Filing**

These instructions apply from the point where you view the e-mail containing the attached .pdf document. Once the document is saved you can view or print the document at a later time.

<b>Step 1</b>	<ul style="list-style-type: none"><li>• Click on the link to the document in the NEF.</li><li>• The document loads into Adobe Reader.</li><li>• A toolbar with a diskette icon appears at the top of the Adobe Reader screen.</li></ul>
<b>Step 2</b>	<ul style="list-style-type: none"><li>• Click on the diskette icon on the toolbar.</li><li>• A dialogue box, <i>Save As</i>, appears over the document.</li></ul>
<b>Step 3</b>	Complete the following data fields: <ul style="list-style-type: none"><li>• <i>Save in</i>: Select the drive and directory to save the file</li><li>• <i>File name</i>: Name the file. Example: 00-00508smithmotion.pdf</li><li>• <i>Save as type</i>: Leave at Acrobat (*.pdf) default</li></ul>
<b>Step 4</b>	Click the Save button.